

Questions and Answers

1.	<p>QUESTION</p> <p>We assume that subtask 9: Reporting Requirements, (pg. 13) refers to regular reporting for Task 2 activities. Is this correct?</p> <p>ANSWER</p> <p>Reporting requirements cover all aspects of the work for both tasks 1 and 2.</p>
2.	<p>QUESTION</p> <p>Are the National Council of Teachers of Mathematics (NCTM) and the Council of State Science Supervisors (CSSS) currently under contract to NSF? What is the estimated cost of the services provided by these organizations in support of the PAEMST on an annual basis? In order to provide for comparable cost estimating among offerors, can NSF provide a uniform cost figure to be used for subcontracts with these organizations?</p> <p>ANSWER</p> <p>NCTM and CSSS are currently under contract. Cost of services on an annual basis is approximately \$90,000/year.</p>
3.	<p>QUESTION</p> <p>Under which task should project-wide management, reporting, and communications be budgeted; i.e., (Ref: Section F.3 Reporting Requirements - pg. 18)?</p> <p>ANSWER</p> <p>Under Task 2</p>
4.	<p>QUESTION</p> <p>The CBD synopsis identified this requirement as a 100% set aside for small business under SIC Code 8742. The RFP does not explicitly state this set aside, although there is a FAR clause reference on page 32 titled: Notice of Total Small Business Set-Aside. Can you confirm that this is a small business set-aside as stated above?</p> <p>ANSWER</p>

	Yes, this procurement is a 100% set aside for small businesses under SIC Code 8742.
5.	<p>QUESTION</p> <p>Can you identify production work, particularly as it relates to Task 2, that will be carried out by NSF and therefore should not be included in the offeror's cost proposal?</p> <p>ANSWER</p> <p>Task Two work is done by the contractor in cooperation with NSF.</p>
6.	<p>QUESTION</p> <p>For the various mailings that are identified in the statement of work, should the cost of postage be included in the offeror's submission?</p> <p>ANSWER</p> <p>Postage for major mailings will be provided by NSF, the on-site coordinator manages the process.</p>
7.	<p>QUESTION</p> <p>Can you provide a level of effort or other delimiting specifications for the development and implementation of a comprehensive communications plan as required under Task 2?</p> <p>ANSWER</p> <p>It is estimated that 2,000 hours will be required for the performance of the Task 2 annually. It should be understood that these figures are only estimates, and offerors are encouraged to develop their own best estimates. All estimates should be supported by enough technical detail in the proposal to demonstrate that the estimate is realistic.</p>
8.	<p>QUESTION</p> <p>The period of performance for this contract is stated as beginning on or before May 1, 1999 (page 18). The first deliverable giving in the schedule of deliverables on page 20 is February-March 2000. Is this correct?</p> <p>ANSWER</p>

	No, the first deliverable is securing sites and caterers for the Year 2000 events.
9.	<p>QUESTION</p> <p>Can you identify the end dates for the various agreements currently in effect for PAEMST support contractors, including the media/PR contract and agreements with the NCTM and CSSS?</p> <p>ANSWER</p> <p>NSF currently has a PR contract through January 31, 2000, and both contracts NCTM and CSSS expire August 31, 1999.</p>
10.	<p>QUESTION</p> <p>Subtask 1 calls for 15 advertisements to go into professional journals and magazines. Are these ads limited to these journals and magazines, and are they intended to solicit nominations, to recognize the program, or congratulate the winners?</p> <p>ANSWER</p> <p>Ads are to announce availability of the award. We are not limited to those publications, but the budget for ads is.</p>
11.	<p>QUESTION</p> <p>Subtask 2 calls for news releases announcing winners. Are publicity packages and releases also developed when semi-finalists are announced in each of the states?</p> <p>ANSWER</p> <p>Yes.</p>
12.	<p>QUESTION</p> <p>Subtask 4 requires conduct of media training at the program site. Are all winners trained in the training session in mass? Are there prior opportunities to provide training at the state level?</p> <p>ANSWER</p> <p>It varies.</p>

13.	<p>QUESTION</p> <p>What name or nickname, if any, is currently given to the actual PAEMST award itself?</p> <p>ANSWER</p> <p>"Presidential Award for Excellence in Mathematics and Science Teaching"</p>
14.	<p>QUESTION</p> <p>How have the number of nominees increased in each state in each year of the program?</p> <p>ANSWER</p> <p>NSF anticipates that the number of nominees from each state will remain the same throughout the contract's period of performance.</p>
15.	<p>QUESTION</p> <p>Does the NSF have a numerical goal for nominees in each State and Territory?</p> <p>ANSWER</p> <p>No.</p>
16.	<p>QUESTION</p> <p>Does the NSF have programs that particularly address nominations of people from minority groups and people with disabilities?</p> <p>ANSWER</p> <p>States handle the first level of selection. We have had several efforts that endeavored to increase numbers of minority applicants.</p>
17.	<p>QUESTION</p> <p>Does the award program address gender inequities?</p> <p>ANSWER</p> <p>No, most of the awardees are women.</p>

18.	QUESTION Has the number of corporate supporters increased? ANSWER Slightly.
19.	QUESTION Does the NSF have a corporate support goal? ANSWER No particular goal, just to increase corporate involvement.
20.	QUESTION How are corporate supporters solicited? ANSWER By letter and telephone.
21.	QUESTION Can only the NSF create relationships with corporate sponsors? ANSWER Yes, only NSF can create relations with corporate sponsors.
22.	QUESTION Is the contractor permitted to work with NSF to create sponsorship? ANSWER Contractor can assist as appropriate.
23.	QUESTION Who initiates regular meetings with the science and math teachers associations?

	<p>ANSWER</p> <p>NSF initiates all meetings with math and science teacher associations.</p>
24.	<p>QUESTION</p> <p>Page 55 of the RFP, paragraph (b), “Summary/Introduction,” cites a total page limitation of 11 pages (1 page for the synopsis and 10 pages for the statement of work). Can the synopsis 1-page limitation be exceeded as long as the entire section does not exceed 11 pages?</p> <p>ANSWER</p> <p>Yes.</p>
25.	<p>QUESTION</p> <p>Page 57 of the RFP, paragraph (e), “Corporate (Organizational) Experience, Capability and Facilities,” asks for up to five examples of relevant experience. Should up to five examples be supplied for each the prime and subcontractor, or for the prime and subcontractor combined?</p> <p>ANSWER</p> <p>The five (5) examples should be a combination of prime and subcontractors as applicable.</p>
26.	<p>QUESTION</p> <p>Statement of Work, Task 1.0, states that the Contractor will prepare and mail letters...Should the Contractor budget for mailing costs for the items that require delivery by U.S. mail?</p> <p>ANSWER</p> <p>NSF pays for mass mailing costs directly so the cost of mass mailings should not be proposed.</p>
27.	<p>QUESTION</p> <p>Statement of Work, Task 1.0, states that the Contractor will design, print and mail invitations and programs... Should the Contractor budget for print and mail costs for this work?</p>

	<p>ANSWER</p> <p>You should budget print and mail costs for invitations.</p>
28.	<p>QUESTION</p> <p>Statement of Work, Task 1.0, Sub-task 3,4 and 5 discuss arrangements for travel, ground transportation, meals and other logistics – it does not list lodging... What is the role of the Contractor for arranging lodging for winners and guests? Should the Contractor budget for sleeping room costs for winners and guests?</p> <p>ANSWER</p> <p>Lodging should be included.</p>
29.	<p>QUESTION</p> <p>Statement of Work, Task 2, Sub-task 1 states that the Contractor will arrange for approximately 15 advertisements ... Should the Contractor budget for buying ad space in particular designated publications?</p> <p>ANSWER</p> <p>Yes.</p>
30.	<p>QUESTION</p> <p>Page 13 of the RFP says, "Contractor encouraged sub-contracting," pertaining to NCTM and CSSS. Does this statement preclude these organizations from competing for this contact? If not, does this create a direct conflict of interest?</p> <p>ANSWER</p> <p>In the past each organization has played an important role in the "State Selection Support" necessary for the Presidential Awards Program. The bulk of the costs (roughly \$70,000 per year) incurred by each association are pass through funds to the states and territories, which partially covers their selection costs. Because of their size status the associations do not qualify as prime contractors under this procurement.</p>
31.	<p>QUESTION</p> <p>What is the value of the current incumbent's award on the conference planning scope of work? Can we obtain a copy of the incumbent's proposal?</p>

	<p>ANSWER</p> <p>Approximately \$1,000,000 per year. The proposal is exempt from disclosure under Subsection (b)(3) of the Freedom of Information Act.</p>
32.	<p>QUESTION</p> <p>Under Task 3, bullet two, please elaborate on the State Coordinator’s “annual meeting.” When and where is the meeting held? How long does the meeting last? What are the key components of the meeting? What aspects of the meeting should the Contractor budget for?</p> <p>ANSWER</p> <p>The meeting is typically held in the Washington DC area in the Winter and it lasts 1 ½ days. The meeting is funded by a grant at no cost to the selected contractor.</p>
33.	<p>QUESTION</p> <p>Task 3, sub-task 9 states that the Contractor will participate in “planning pre-session” for awardees at NCTM and CSSS annual meetings... Where are these annual meetings held? Is the Contractor required to attend these meetings if held outside of the Washington, DC area?</p> <p>ANSWER</p> <p>The meetings are held everywhere. Awardees will pay for their own expenses and contractors do not need to attend.</p>
34.	<p>QUESTION</p> <p>What is the purpose of Page 6, B.2 “Estimated Cost and Fixed Fee” when no data is provided under this sub-section?</p> <p>ANSWER</p> <p>Section B.2 of the solicitation provides offerors with an example of how the contract will be structured. Data will not be incorporated until contract negotiations are complete.</p>
35.	<p>QUESTION</p> <p>Are we to submit a budget delineating staff, hours and rates by task or simply</p>

	<p>submit annual budgets without task break-outs?</p> <p>ANSWER</p> <p>Offerors are not required to break out costs by tasks.</p>
36.	<p>QUESTION</p> <p>Are we to submit a budget for the first three years only, or for all five years, including the optional renewal years?</p> <p>ANSWER</p> <p>Offerors should submit a budget for the three year base period and for each of the two option years as described in the solicitation on page 58 under the "Business Proposal Preparation Instructions."</p>
37.	<p>QUESTION</p> <p>Has a venue been selected for year 2000 awards ceremonies or conferences? Have any deposits been made to secure this space?</p> <p>ANSWER</p> <p>No.</p>
38.	<p>QUESTION</p> <p>What is the average weight of the award-winner gift packets that are to be mailed to winners following the awards ceremony? (See page 9, Task 1).</p> <p>ANSWER</p> <p>It varies, but a gift package usually includes about 20 gifts. Donors are encouraged to mail gift packets directly to the awardees.</p>
39.	<p>QUESTION</p> <p>Is the contractor responsible for capturing newsclips-- and the attendant costs for a clipping service-- or will news clips be paid for and captured by NSF's Office of Legislative and Public Affairs? (See page 11, Task 2, subtask 2)</p> <p>ANSWER</p>

	NSF's Office of Legislative and Public Affairs will be responsible for the items described above.
40.	<p>QUESTION</p> <p>What degree of liaison will the contractor play with the National Selection Committee? What level of effort does NSF associate with this task? What is the nature of the assistance to be offered to the National Selection Committee referenced on page 14, Task 3, item #7?</p> <p>ANSWER</p> <p>The on-site person will prepare mailings to approximately 48 committee members in preparation for the National Selection Panel meeting.</p>
41.	<p>QUESTION</p> <p>We would like to receive a copy of the State Coordinators Handbook referenced on page 14, Task 3.</p> <p>ANSWER</p> <p>The handbook is currently under revision but last year's version is available for review at NSF, Room 475. To schedule a viewing please contact Ms. Horton at (703) 306-1242.</p>
42.	<p>QUESTION</p> <p>Can you please amend or clarify the timeline on page 20 of the RFP, which seems to erroneously reference 1999 and 1998 awardees (see May-May 2000 deliverable for June recognition events for 1999 awardees; or see June 2000 deliverable for recognition events for 1998 awardees and guest; or Sept 2000 deliverable for finalization of June 2000 award ceremony events.</p> <p>ANSWER</p> <p>June 2000 recognition is for 1999 awardees.</p>
43.	<p>QUESTION</p> <p>What, if any, requirements must we adhere to regarding rates for the on-site staff person at NSF?</p> <p>ANSWER</p>

	None specific to this requirement.
44.	<p>QUESTION</p> <p>May we submit biographical sketches in narrative form for staff, subcontractors and consultants-- or must we provide resumes? Can both bios and resumes be provided?</p> <p>ANSWER</p> <p>As described on page 56 of the solicitation, resumes are required for the key personnel only. Biographical sketches for others are considered acceptable.</p>